

# WOI Enabling - search and sort function

## Purchase order default screen

This function shows the purchase order view. Once you log into WOI, select **Purchase orders** from the navigation bar to access this page. If there are any purchase orders that you have not viewed yet, they will automatically show up on this page. Once the purchase order is viewed, it will not show on this page. You have the ability to retrieve that purchase order by doing a search.

### Image 1

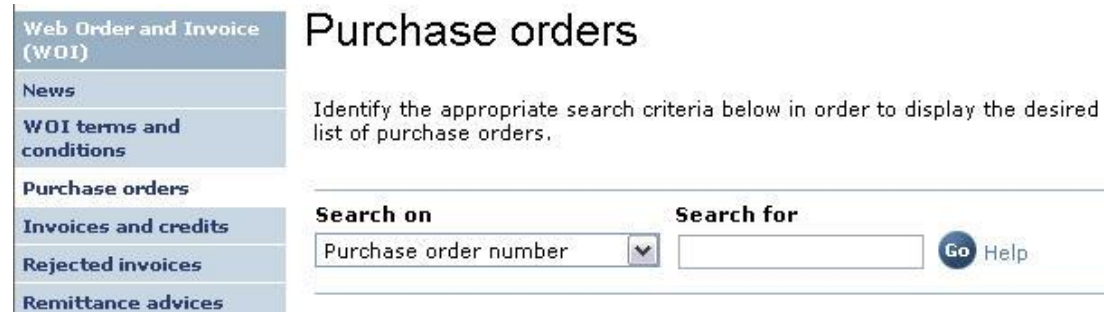


The screenshot shows the 'Purchase orders' page. On the left is a navigation menu with items: Web Order and Invoice (WOI), News, WOI terms and conditions, Purchase orders (highlighted), Invoices and credits, Rejected invoices, and Remittance advices. The main heading is 'Purchase orders'. Below it is a text box: 'Identify the appropriate search criteria below in order to display the desired list of purchase orders.' The search section has two dropdowns: 'Search on' with 'Status' selected, and 'Search for' with 'Not viewed' selected. There is a 'Go' button and a 'Help' link.

## Search by Purchase order number

There are **Search on** and **Search for** fields on this page. Using the drop down in the '**Search on**' field you can select the criteria to conduct the search. This screen shows us how to search by **Purchase Order Number**.

### Image 2



The screenshot shows the 'Purchase orders' page with the same navigation menu as Image 1. The 'Search on' dropdown is now set to 'Purchase order number'. The 'Search for' field is empty. The 'Go' button and 'Help' link are still present.

## Search by Original purchase order date

Select **Original purchase order date**, select a **Search for** value, enter a date, and the system brings up any purchase orders matching that criteria.

### Image 3

Web Order and Invoice (WOI)	<h2>Purchase orders</h2> <p>Identify the appropriate search criteria below in order to display the desired list of purchase orders.</p>
News	
WOI terms and conditions	
Purchase orders	
Invoices and credits	
Rejected invoices	
Remittance advices	

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<b>Search on</b>	<b>Search for</b>
Original purchase order date	equal
	March
	/ 30
	/ 2008
<input type="button" value="Go"/> <a href="#">Help</a>	

### Search by Last change date

Select **Last change date**, select a **Search for** value, enter a date, and the system brings up any purchase orders matching that criteria.

#### Image 4

Web Order and Invoice (WOI)	<h2>Purchase orders</h2> <p>Identify the appropriate search criteria below in order to display the desired list of purchase orders.</p>
News	
WOI terms and conditions	
Purchase orders	
Invoices and credits	
Rejected invoices	
Remittance advices	

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<b>Search on</b>	<b>Search for</b>
Last change date	equal
	March
	/ 30
	/ 2008
<input type="button" value="Go"/> <a href="#">Help</a>	

### Search by Supplier number

Select the option **Supplier number** in the Search on field and choose the number in the **Search for** field then select **Go**. The System will show all the purchase orders for the selected supplier Number.

#### Image 5

Web Order and Invoice (WOI)	<h2>Purchase orders</h2> <p>Identify the appropriate search criteria below in order to display the desired list of purchase orders.</p>
News	
WOI terms and conditions	
Purchase orders	
Invoices and credits	
Rejected invoices	
Remittance advices	

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<b>Search on</b>	<b>Search for</b>
Supplier number	1000118981
<input type="button" value="Go"/> <a href="#">Help</a>	

### Search by Buying company name

To retrieve a list of purchase orders by company name, search by **Buying company name**. Select the option **Buying company name** in the Search on field and select the name in the **Search for** field and select **Go**.

#### Image 6

Web Order and Invoice (WOI)
News
WOI terms and conditions
Purchase orders
Invoices and credits
Rejected invoices
Remittance advices

## Purchase orders

Identify the appropriate search criteria below in order to display the desired list of purchase orders.

<b>Search on</b>	<b>Search for</b>	<b>Go</b> Help
Buying company name	IBM Switzerland	

### Search by status

To search for orders viewed or not viewed, use the pull down in the **Search on** field and select **Status**. In the **Search for** field select either **Not viewed** or **Viewed**.

### Image 7

Web Order and Invoice (WOI)
News
WOI terms and conditions
Purchase orders
Invoices and credits
Rejected invoices
Remittance advices

## Purchase orders

Identify the appropriate search criteria below in order to display the desired list of purchase orders.

<b>Search on</b>	<b>Search for</b>	<b>Go</b> Help
Status	Not viewed	
	Not viewed	
	Viewed	

### Search by Corporation name

To retrieve a list of purchase orders for a specific corporation, select the option **Corporation name** in the **Search on** field.

If there is only one **Corporation name** in the **Search for** field then simply select **Go**.

### Image 8

Web Order and Invoice (WOI)
News
WOI terms and conditions
Documents pending delete
Purchase orders
Purchase order

## Purchase orders

Identify the appropriate search criteria below in order to display the desired list of purchase orders.

<b>Search on</b>	<b>Search for</b>	<b>Go</b> Help
Corporation name	IBM Corp.	

If there are multiple names in the **Search for** field, choose the appropriate name in the **Search for** field and select **Go**.

### Search by select all

To view all the purchase orders by choosing **Select all** in the **Search on** field. The first column with a radio button is used to select the purchase order that

you are going to work with. The next columns give you the **Purchase order number**, **Supplier number**, **Buying company name** and the **Original purchase order date**. If the buyer made changes to the purchase order and sent it back, the latest date of change will populate in the **Last change date** column. **Status** tells you if you have viewed the purchase order or not. **Accepted purchase order item changes** tells you, how many items are in the purchase order and how many of those you have accepted. Status of invoice (if any) would appear in the **Invoicing status column**. The **Mark for deletion** is used to select documents for deletion.

### Image 9

Purchase orders

Identify the appropriate search criteria below in order to display the desired list of purchase orders.

Search on: Select all | Search for: Go Help

Buttons: Open, View printer friendly Help, Create invoice from purchase order, Delete

Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status	Mark for deletion
4600013251	1000119118	IBM Switzerland	Jul/24/05 at 4:00 PM		Viewed	2 item(s) accepted of 2 Item total	Submitted	<input type="checkbox"/>

### Sort function

You have the ability to sort information in ascending or descending order within the five columns pointed out on this image. You can do this by selecting on the blue arrows.

### Image 10

Purchase order number	Supplier number	Buying company name	Original purchase order date	Last change date	Status	Accepted purchase order item changes	Invoicing status
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### Scroll function

There is a scroll function on the bottom of the page. Each page contains up to 20 documents. If you have more than 20, use the scroll function to move between pages. You can select on the page numbers or select "Next".

## Image 11

1 2 3 | [Next](#)  
Page: 1 of 3

- [→ Open](#)
- [→ View printer friendly](#)
- [Help](#)
- [→ Create invoice from purchase order](#)
- [→ Delete](#)